



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-2-2010
Subchapter:	1	Forms	
Issuance:	9.26	<b>CP&amp;P Form 9-26, SPRU Worker Case Summary Sheet</b>	

Click [here](#) to view, print, or complete the CP&P Form [9-26](#), SPRU Worker Case Summary Sheet.

### WHEN TO USE IT

The SPRU Worker Case Summary Sheet, CP&P Form [9-26](#), is used to document a SPRU Worker's "active hours" on assignments from the State Central Registry (SCR) while serving on call to the Department's After-Hours Response System. The Summary Sheet provides a breakdown of a SPRU Worker's time - field/response time, write up time, and travel time - comprising total "active hours" claimed on a given SPRU "case" assignment .

The SPRU Worker Case Summary Sheet may be used by the SPRU Coordinator or local management when approving an employee's "active hours" declared in the e-CATS timesheet. To do so, the SPRU Coordinator will need to add up all "total times" in the far right-hand column, to derive a "grand total" of active hours claimed by the SPRU Worker.

### HOW TO USE IT

#### ***General Instructions***

The SPRU Worker enters each assignment from SCR into a horizontal "row" on the SPRU Worker Case Summary Sheet.

Complete the form by hand, or on-line. Make entries to capture the activity of that particular day of serving as a SPRU Worker on-call.

Each line (row) on CP&P Form [9-26](#) breaks down the SPRU Worker's "active hours" for each specific SPRU case assignment.

The SPRU Worker submits his or her completed SPRU Worker Case Summary Sheet directly to the County SPRU Coordinator, or forwards a copy to the Coordinator by facsimile (fax) machine.

### ***Specific Instructions***

- Enter the following information in the first lines of the form:
- NAME - The SPRU Worker enters his or her name.
- HAVING SERVED AS: PRIMARY SPRU WORKER, BACK-UP SPRU WORKER, SPRU BUDDY - Enter a check mark, as applicable, to indicate the position held while serving on SPRU duty.

Enter the following information for each assignment handled while on SPRU:

- DATE(S) - Enter the date each assignment) was first assigned to the SPRU Worker.
- SHIFT(S) - Enter the shift(s) worked on the given date (shift number 1, 2, and/or 3).
- SPRU CASE NAME - Enter the name of the SPRU "case" handled.
- FIELD/RESP TIME - Enter the time in hours/minutes spent on the response. This category includes time spent handling the case by telephone (upon making collateral calls, crisis intervention, service referrals, outreach and support, consulting with the SPRU or IAIU Supervisor or SCR, etc.).
- TRAVEL TIME - Enter the time in hours/minutes spent traveling to the first destination associated with the assignment, and time spent travelling back home. Do not count time spent traveling between field destinations: Include interim travel time in the "field/resp time" column.
- WRITE UP TIME - Enter the time in hours/minutes spent writing up the SPRU response report, and other documents (including the child safety assessment, where applicable).
- TOTAL TIME - Enter the total time in hours/minutes spent on the SPRU assignment.
- Complete the following on the bottom of the form:
- SIGNATURE - The SPRU Worker signs his or her name.
- DATE - The SPRU Worker dates his or her signature.

### **DISTRIBUTION**

Original	-	County SPRU Coordinator
Copy	-	SPRU Worker (the SPRU Worker is advised to keep a copy of this document for his or her records)